



# Career Opportunity



## About DRS

The [Department of Retirement Systems](#) is an umbrella organization responsible for administering eight public retirement systems and the Deferred Compensation Program for public employees in the state. DRS services directly affect over 400,000 members and participants, 142,000 retirees, and over 1,270 employers.

We employ more than 250 staff in areas such as: retirement services, information services, accounting and fiscal, and office/clerical support. We also employ management and supervisory professionals.

Our environment is dynamic, customer-focused and technologically savvy. We support a range of training and development opportunities, particularly those that prepare employees for career advancement and contribute to the quality of working life.

**POSITION:** Fiscal Analyst 2  
**LOCATION:** Tumwater, Washington  
**OPENS:** September 29, 2006  
**CLOSES:** Open until filled\*  
**RECRUITMENT #:** 2006-10#0080FA2

**\* Your prompt response is encouraged as initial review of application materials will begin October 9, 2006.**

In our Administrative Services Division, this journey-level position is responsible for performing payroll activities for the Department of Retirement Systems. Reviews, analyzes, processes and maintains agency payroll actions, benefits and leave. Calculates necessary adjustments and inputs transactions into the Human Resource Management System (HRMS). Generates and reviews reports to ensure accuracy of payroll activities.

This position provides customer service to agency employees over the telephone, in person and through correspondence regarding payroll inquiries and requests. Consults with agency employees, governmental agencies and external representatives to obtain necessary information and coordinate actions to resolve payroll, benefit, or leave issues.

Additionally, this position analyzes, reconciles and adjusts retirement and healthcare payroll deductions, Payroll Revolving Fund (035), federal and state quarterly reports, and AFRS reports to ensure accuracy of DRS accounting records. Maintains all employee payroll and benefits records and information in a highly confidential and secure manner.

**Please Note: Due to the level of security held by this position, a background check will be conducted on the preferred candidate prior to appointment.**

### Why work at DRS?

DRS is centrally located in Tumwater, part of the Olympia/Tumwater/Lacey tri-city area on the southernmost tip of Puget Sound. It is a community rich in history, culture and natural beauty, blending a thriving city that is home to the state capitol with a friendly, small town atmosphere.

At DRS, we offer:

- A diverse, professional working environment;
- Opportunities for training, growth and advancement;
- Tuition reimbursement;
- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

### Desirable Qualifications

The desired candidate for this position will possess:

- One year of general accounting experience (a two-year degree in accounting from an accredited educational institution may substitute for experience);
- Knowledge and understanding of payroll processes and timelines;
- Proficiency in using a 10-key calculator;
- Proficiency in processing payroll through the Human Resource Management System (HRMS); and
- Demonstrated proficiency in the following competency areas:

Fiscal Accountability - Employs precision and attention to detail when recording and posting accounting information; consistently produces work within precise limits and standards of accuracy.

Customer Focus – Dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Ethics and Integrity – Earns the trust, respect and confidence of customers and coworkers through consistent honesty, forthrightness and professionalism in all interactions.

Analysis - Accurately reads, interprets, and retains information from written materials; effectively applies the information when communicating with others, carrying out work activities, making decisions, and solving problems.

Judgment – Displays balanced thinking that combines analysis, wisdom, experience and perspective.

Managing Workloads - Transitions easily between tasks, responding quickly and efficiently to work requests. Successfully returns to incomplete tasks and continues work with minimal need to become re-oriented to the task. Able to consistently meet established deadlines.

Written and Verbal Communications - Effectively expresses ideas and information in writing and through the spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

The desired candidate will also be willing and able to work 8 hours a day, Monday through Friday.

## Compensation

\$2,774 to 3,540 per month, depending on qualifications. The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

## How To Apply

Interested applicants who meet the qualifications and competencies listed in this announcement are invited to apply for consideration by submitting the following:

- A completed Washington State [application](#) form;
- A letter of interest; and
- Responses to the following questions:
  1. Please describe your experience processing payroll and leave. Specify the size of the organization, type of processing system(s) used, and for how long you have performed these responsibilities.
  2. Please describe your experience performing reconciliations. Specify the type(s) of reconciliation(s) completed, the type(s) and complexity of the reconciliation(s) performed, and the systems and tools used to complete the process.

Completed application materials may be submitted to:

[HumanR@drs.wa.gov](mailto:HumanR@drs.wa.gov) - Please include the title of this position in the Subject line.

OR

Department of Retirement Systems  
ATTN: Human Resources  
PO Box 48380  
Olympia, Washington 98504-8380  
FAX: (360) 586-4225

All application materials will be screened to determine who will participate in the assessment and interview processes, which will include skills testing.

*The Washington State Department of Retirement Systems is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format, may call the Human Resources Office at (360) 664-7020 or TTY (360) 586-5460.*